

City of Allen Park
Receivership Transition Advisory Board Minutes
Tuesday, October 21, 2014
2:30 PM

Allen Park City Hall
Council Chambers
16850 Southfield Road
Allen Park, Michigan 48101

Members Present

Suzanne Schafer
Frederick Frank
Kristine Barann
Joyce Parker

Members Absent

None

Staff Present

E. Cline, Dept. of Treasury
A. Dempkowski, Dept. of Treasury
T. Stanton, Dept. of Treasury
E. Koryzno, Dept. of Treasury

I. CALL TO ORDER

A. Roll Call

Mr. Cline called the meeting to order at 2:30 pm. Let the record show that all Board members are in attendance.

B. Introduction of Board Members

All Board members introduced themselves to the public.

C. Approval of Agenda

Motion made (Parker) and supported (Barann), the Board unanimously voted to approve the October 21, 2014 TAB meeting agenda.

II. BOARD ORGANIZATION

A. Selection of Chair, Vice Chair, Secretary

- Suzanne Schafer nominated as Chair.

Motion made (Parker) and supported (Barann), the Board unanimously voted Suzanne Schafer as Chair of the Allen Park RTAB.

- Frederick Frank nominated as Vice Chair.

Motion made (Barann) and supported (Parker), the Board unanimously voted Frederick Frank as Vice Chair of the Allen Park RTAB.

- Kristine Barann nominated as Secretary.

Motion made (Frank) and supported (Parker), the Board unanimously voted Kristine Barann as Secretary of the Allen Park RTAB.

B. Adoption of TAB Rules and Procedures (attachment #1)

Motion made (Barann) and supported (Parker), the Board unanimously voted to approve the RTAB Rules and Procedures.

C. Adoption of Meeting Schedule (attachment #2)

Motion made (Frank) and supported (Barann), the Board unanimously voted to approve the 2014/2015 Meeting Schedule.

III. DISCUSSION ITEMS

A. RTAB Packet Deadlines

Schafer – Informed the City that the deadline for submission of all relevant information for RTAB consideration is the Friday, 12 days prior to the meeting. The City should also transmit City Council meeting packets to Treasury as they are made available to the City Council.

B. Governor's Appointment Letter (attachment #3)

Cline (at the request of Schafer) – Informed the City and the public that the duties assigned to the RTAB are detailed in the Governor's appointment letter dated September 25, 2014.

1. Fulfill the Board responsibilities outlined in Emergency Manager Order No. 14-57, or any other Allen Park Emergency Manager Orders, to the Treasurer of the State of Michigan.
2. Recommended amendments, modifications, repeal, or termination of Emergency Manager Order No. 14-57, or any other Allen Park Emergency Manager orders, to the Treasurer of the State of Michigan. Recommended amendments, modifications, repeal, or termination of Emergency Manager Orders must be approved by the Treasurer before any such modification becomes effective.

3. Conduct a formal annual evaluation of the City's operational and financial progress by identifying strengths, weaknesses, benchmarks achieved, and benchmarks not yet achieved, including a list of specific recommendations, potential resources available to assist the City officials, and any other constructive feedback that informs City officials, residents, and other stakeholders concerning how the City can promote and ensure its long-term sustainability.
- C. TAB Web Page (TAB Appointment letter, EM Final Order 14-57, TAB Rules and Procedures, TAB meeting schedule, TAB Agendas without attachments, and TAB minutes and meeting notices)

Chair - Informed the public that they can access all key RTAB information from the Michigan Department of Treasury website. The public should also be reminded that a link to Treasury's website should also be located on the City's website.

D. Written Reports from the City

Chair - Informed the City that all reports requested from the RTAB should be in written form.

E. Monthly and Quarterly Reports from the City

Chair – Reminded the City that a Monthly Financial Report is due to the RTAB by the 20th calendar day following the end of each month. A Quarterly Financial Report is also due to the RTAB by the 20th calendar day following the end of the each calendar year quarter.

F. 5-Year Operating Budget and 6-year Capital Improvements Plan

Chair - Reminded the City that, per EM Order 14-57, a rolling 5-year budget and a rolling 6-year Capital Improvements Plan are due to be submitted 90-days from the appointment of the Board for approval.

IV. NEW BUSINESS

A. City Administrator Items – (attachment #4)

1. Approval of Administrative Assistant Hire (attachment 4a)

Chair - The City Administrator has submitted a request for approval to hire an Administrative Assistant. Emergency Manager Order 14-57 requires hiring decisions to be approved by the RTAB. This is a budgeted position and is also an integral staff position in the coordination and preparation of RTAB meetings.

Motion made (Parker) and supported (Frank), the Board unanimously approved the hiring of an Administrative Assistant.

V. PUBLIC COMMENT

Andrea Hammond, Allen Park, MI
Robert Mihelich, Southfield, MI
Bruce Haberkern, Allen Park, MI
Michael Mullins, Allen Park, MI
Dennis Hayes, Allen Park, MI
Ray Magusin, Allen Park, MI

VI. BOARD COMMENT

Cline (with permission from the Board) responded to several questions from public comment that were similar to other initial RTAB meeting questions.

VII. ADJOURNMENT

There being no further business, the meeting adjourned at 3:04 pm.